

REQUEST FOR PROPOSALS

ROLLING MEADOWS PROJECT

June 18, 2013

SEMINOLE NATION OF OKLAHOMA

TRANSPORTATION DEPARTMENT

12555 NS 3540

SEMINOLE, OKLAHOMA, 74868

OBJECTIVE

The Seminole Nation of Oklahoma (Nation) is interested in paving an existing gravel road to match the road constructed in the Second Phase of the Rolling Meadows Housing project. The Nation is seeking a qualified Engineering firm to process an environmental document and provide plans, specifications and an estimate (PS&E) for construction purpose.

In issuing a Request for Proposals (RFP), the Nation seeks proposals from licensed and insured Engineering firms to provide items in the Scope of Work (SOW).

BACKGROUND

Rolling Meadows subdivision was built in two phases. The first phase constructed a gravel road with borrow ditches and gravel driveways. The Second Phase included a 24-foot curb to curb paved road. The typical 3-½" parabolic crown section consisted of a 2" Type "C" asphaltic concrete surface course over a 3" Type "A" asphaltic concrete base course over an ODOT Type "A" aggregate base, 6" curbs with two foot gutter pans line the road on both sides and inlets to carry water off. The length of gravel road is approximately 0.7 miles.

The project is located on 80 acres in Seminole County on the northwest corner of County Roads EW1190 and NS3530.

SCOPE OF WORK (SOW)

The Nation proposes to construct an asphalt concrete paved road with curbs and gutters to match the existing road within the Rolling Meadows residential development. The firm selected will complete:

1. Pre-design meeting;
2. Environmental document (CE) through approval;
3. Three (3) copies of the completed environmental document.
4. Survey;
5. Geotechnical investigation for structural section;
6. Hydrology and hydraulic study for drainage plans;
7. Plans, specifications and an estimate (PS&E) conforming to AASHTO, A Policy on Geometric Design of Highways and Streets, Oklahoma Department of Transportation (ODOT), or Federal (FP03) standards and specifications;
8. Storm Water Pollution Control Plan
9. Conduct necessary plan reviews;
10. Final copies of PS&E for bidding;

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11. Three (3) sets of complete full size construction plans and six (6) reduced or half size plans
12. Bid advertizing (public and otherwise);
13. Hard and electronic copies of all final documents;
14. Three (3) sets of complete full size As-Built plans.

SUBMISSION REQUIREMENTS

The Proposal must include the following items:

1. Name, address, and description of the firm;
2. Description of any similar projects(s) completed by the firm within the past five (5) years;
3. Current references (at least two) will be required so the Nation can seek feedback from current and past customers;
4. Estimated time to complete this project;
5. Proposed compensation for a fixed fee contract.

Please submit three (3) copies of the proposal.

All responses to this Request for Proposals are to be submitted to:

Seminole Nation Transportation Department
ATTN: Denea White
12555 NS 3540
Seminole, OK 74868

All inquiries about this Request for Proposals are to be directed to:

Denea White
white.d@sno-nsn.gov
405-584-4559

EVALUATION OF PROPOSALS

A. INDIAN AND NON-INDIAN EVALUATION CRITERIA

Each proposal received will be evaluated on the basis of a point system with the following criteria to be utilized. The Nation reserves the right to conduct a telephone interview as part of the firm selection. References must be people with current telephone numbers through which they may be contacted.

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<u>Criteria</u>	<u>Points</u>
	Up to
1. The itemized cost for completing the SOW	40
2. Experience and past record of working with Indian nations, tribes, or tribal organizations, the Bureau of Indian Affairs, Oklahoma Department of Transportation, counties, cities, or other governmental agencies	30
3. Firms capabilities, applicable resources, and availability to complete the PS&E outlined in the SOW	20
4. Indian Preference	10
TOTAL	100

The Nation is looking for the lowest cost, responsive and responsible proposal from a firm that has exhibited past responsive and responsible performance.

B. INDIAN PREFERENCE

Indian ownership of a firm is defined to mean that at least 51% of the ownership of the company or corporation is owned by American Indians.

If the lowest priced responsive and responsible submitted bid is submitted by a firm not owned by Indians that has exhibited this performance in the past, and an Indian-owned firm is within the following percentages of the cost of a responsive and responsible proposal submitted, the contract "cost for completing" shall be adjusted as follows for the Indian-owned firm for criteria points for comparison purpose.

<u>When the lowest responsive and Responsible proposal totals:</u>	<u>The difference to give Indian preference is:</u>
Less than \$100,000	10% up to a maximum of \$9,000
At least \$100,000, but less than \$200,000	9% up to a maximum of \$16,000
At least \$200,000	8% up to a maximum of \$21,000

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C. SEMINOLE NATION EMPLOYMENT RIGHTS ACT

Every covered employer or entity, other than construction contractors, with five (5) or more employees working within the Nation's jurisdiction with gross sales of \$1,000 or more shall pay a quarterly fee of 2% of its employee quarterly payroll, which shall be paid within 30 days after the end of each quarter. This is per Section 416(b) of the Seminole Nation Employment Rights Act.

No new employer may do business with the Seminole Nation of Oklahoma until it has consulted with the Seminole Nation Employment Rights Office for meeting its obligation under this tribal law, according to Section 426 of the Seminole Nation Employment Rights Act.

Only the successful bidder will be obligated to comply with the Seminole Nation Employment Rights Act and all rules, regulations and orders of the Seminole Nation Employment Rights Commission.

D. TRIBAL EMPLOYMENT RIGHTS OFFICE

The Nation is a TERO organization. Under the Tribal Employment Rights Office Compliance Plan form:

- "Any Employer not submitting an acceptable compliance plan may be denied the right to commence or continue doing Business on or near Seminole Nation of Oklahoma Tribal Lands; and
- This applies "on any contract let where the majority of the work will take place within the jurisdictional boundaries of the Seminole Nation of Oklahoma."

Salient points include:

- Indian preference except for "core employees."
- Local Indian preference except for "core employees."
- The 2% fee also applies to change orders.

TOTAL COMPENSATION

Please note total compensation of the proposal on the transmittal document.

COPIES OF THE PROPOSAL

Please submit three (3) copies of the contract proposal. Submittals must be received by 10:00 A.M. on September 3, 2013 and opened at that time at the Seminole Nation Transportation Department Conference room located at 12555 NS 3540, Seminole, Oklahoma, 74868. This is located two miles south of Seminole on SH99, two miles west on SH59, and one half mile north on NS3540 on the Mekusukey Mission Grounds.

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RIGHT TO REJECT

The Nation reserves the right to reject any or all proposals, if, in the Nation's judgment, the proposal(s) in question does not meet the needs of the Nation, or for any reason it deems suitable.